



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#15-1071

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Lee R. Feldman, ICMA-CM, City Manager

DATE: September 8, 2015

TITLE: Ordinance amending Schedule I and Schedule II of the Pay Plan creating several classifications; amending the title, pay range and/or management category of several classifications; amending Schedule VI of the Pay Plan to amend several pay grades to comply with minimum wage requirements; and providing for a 1.7% general wage increase to Pay Schedule I, II and VI ranges and employee wage rates effective the first full pay period in October 2015.

Recommendation

It is recommended that the City Commission adopt an ordinance amending Schedule I (Supervisory, Professional, and Management employees – P.E.R.C. Exempt), Schedule II (Non-Bargaining Unit Confidential Employees), and Schedule VI (Special Employees) of the City's Pay Plan; revising titles, pay grades and/or management categories for certain classifications; creating new classifications; and eliminating a classification.

It is also recommended that Schedule VI salary ranges be adjusted to comply with State of Florida minimum wage requirements as well as to accommodate an additional Senior Management Fellow step; and that Schedules I, II, and VI salary ranges along with the respective employee wage rates be increased by the 1.7% general wage increase effective the first full pay period in October 2015.

Background

AMEND THE TITLE OF EIGHT (8) CLASSIFICATIONS:

Schedule I -

- *Class 087, from Legal Administrative Assistant to Law Office Manager, Pay Grade M037, Management Category III (\$69,763.20 - \$110,489.60 annually).*
- *Class 101, from Organizational Development and Training Manager to Organizational Development and Learning Manager, Pay Grade M033, Management Category III (\$63,190.40 - \$100,089.60 annually).*

- *Class 173, from Organizational Development and Training Coordinator to Organizational Development and Learning Coordinator, Pay Grade M029, Management Category IV (\$57,283.20 - \$88,545.60 annually).*
- *Class 102, from Personnel Analyst to Human Resources Analyst, Pay Grade M027, Management Category IV (\$54,496.00 - \$84,219.20 annually).*
- *Class 096, from Personnel Assistant to Human Resources Assistant, Pay Grade M020, Management Category V (\$45,843.20 - \$69,097.60 annually).*
- *Class 728, from Stage and Operations Manager to Auditorium Manager, Pay Grade M020, Management Category V (\$45,843.20 - \$69,097.60 annually).*

Schedule II -

- *Class 007, from Personnel Services Clerk to Human Resources Services Clerk, Pay Grade C040 (\$39,998.40 - \$58,801.60 annually).*
- *Class 010, from Personnel Records Specialist to Payroll Specialist, Pay Grade C045 (\$45,260.80 - \$69,888.00 annually).*

The revision of these titles will more accurately reflect the current responsibilities for each classification and modernize the terminology consistent with developments in each of the respective industries.

AMEND THE TITLE AND PAY GRADE OF THREE (3) CLASSIFICATIONS AND THE PAY GRADE OF ONE (1) CLASSIFICATION:

Schedule I –

- *Class 091, Benefits Manager from Pay Grade M043, Management Category III (\$80,953.60 - \$128,107.20 annually) to Pay Grade M040, Management Category III (\$75,108.80 - \$118,996.80 annually).*

Schedule II –

- *Class 025, Legal Secretary from Pay Grade C042 (\$41,995.20 - \$61,734.40 annually) to Legal Assistant III, Pay Grade C048 (\$48,672.00 - \$75,275.20 annually).*
- *Class 041, Legal Clerk from Pay Grade C032 (\$32,822.40 - \$48,276.80 annually) to Legal Assistant II, Pay Grade C043 (\$43,076.80 - \$63,315.20 annually).*
- *Class 125, Paralegal Assistant from Pay Grade C045 (\$45,260.80 - \$69,888.00 annually) to Paralegal, Pay Grade C050 (\$51,147.20 - \$79,081.60 annually).*

Based on an evaluation by Human Resources as applicable to the Senior Financial Administrator and Pool Lifeguard positions, and by the City Attorney's Office as applicable to the classifications within their office, these classifications should be retitled, reclassified to different pay grades and/or management categories as identified above. This will more accurately reflect the respective levels of responsibility and duties of these classifications in the organization, and fairly compensate the individuals in those classifications.

CREATE THREE (3) NEW JOB CLASSIFICATIONS:

- *Class 143, Legal Administrative Assistant, Pay Grade C045, (\$45,260.80 - \$69,888.00 annually).*

This is highly responsible work of more than average difficulty performing complex and varied legal support and administrative work in the Office of the City Attorney. This position is part of the Administration Division of the City Attorney's Office reporting to the City Attorney or the appropriate designee.

An employee in this class performs difficult and varied administrative and public contact work for the City Attorney and Assistant City Attorneys requiring the exercise of considerable initiative and independent judgment. Employees in this class normally develop their own procedures and carry them through to completion. Work requires the exercise of mature judgment and the application of knowledge of municipal organization, policies, procedures, and programs in completing a wide variety of work activities, often involving high-level public and inter-departmental relations. The employee assists in developing and maintaining office systems for filing, scheduling and tracking matters; planning and coordinating travel, budget, and financial management.

There is an employee currently performing these duties. The creation of this classification will allow title conformity with the duties performed and the employee will be reclassified into this newly created classification.

- *Class 003, Legal Assistant I, Pay Grade C040 (\$39,998.40 - \$58,801.60 annually).*

This is entry-level law office work and is characterized by a wide variety of general and legal clerical work, which includes composing, typing and processing legal documents and correspondence, and maintenance of legal case files and documents. An employee in this class is also responsible for performing one or more clerical assignments of average difficulty, which may include personnel records, financial records, purchasing, and/or confidential records keeping, and other activities related to the administration of a law office.

- *Class 430, Senior Financial Administrator, Pay Grade M032, Management Category IV (\$61,672.00 - \$95,305.60 annually).*

The position of Senior Financial Administrator is responsible for professional fiscal, administrative and supervisory work in a large operating department. Work includes coordinating and supervising budget and financial management, including but limited to, the planning, design, development, preparation and administration of budget and financial management systems, including financial and administrative reporting and internal controls.

This position oversees, coordinates, directs and supervises the following elements: performs complex financial and budgetary work in interpreting trends for large operational budgets, advises on major strategic decisions and changes that impact services, coordinates and participates in the preparation and control of annual municipal Capital Investment Plan (CIP) budgets, projects revenues and expenditures, estimates, maintains and develops accounting control procedures, composes and recommends ordinance changes, conducts special studies and projects, monitors and tracks grant administration and reimbursements and corresponds with neighbors, contractors, consultants, other City departments, and other governmental organizations.

There is an employee currently performing these duties. The creation of this classification will allow title conformity with the duties performed and the employee will be reclassified into this newly created classification.

ELIMINATE ONE (1) JOB CLASSIFICATION:

- *Class 741, Pool Lifeguard - Seasonal, Pay Grade R-10, (\$7.84 - \$10.28 hourly).*

Currently, Schedule VI (Special Employees) has a classification for Seasonal Pool Lifeguards and another for Pool Lifeguard I exists in the Teamsters CBA. They both perform the same functions and have the same responsibilities, but for different timeframes (seasonal versus year round), and at different rates of pay (with the seasonal position making a lower hourly wage). Employees performing the same work should be compensated in the same pay range. With the elimination of the Seasonal classification, the part-time temporary employees in this classification will be transitioned to part-time temporary Pool Lifeguard I positions.

GENERAL WAGE INCREASE AND MINIMUM WAGE ADJUSTMENTS:

It is recommended that Schedule I, Schedule II and Schedule VI ranges along with applicable employee wage rates be modified by a 1.7% general wage increase, effective the first full pay period in October 2015. This will mirror the provisions included in the respective Fraternal Order of Police (FOP), International Association of Fire Fighters (IAFF), Teamsters and Federation collective bargaining agreements (CBAs) with the general wage increase based on the Consumer Price Index.

The Florida minimum wage rate is currently \$8.05 per hour. Several of the pay ranges within Schedule VI for Special Employees include hourly rates lower than the current Florida minimum wage, even though all employees are paid at rates above the minimum wage rate. The ranges are being adjusted to be in compliance with Florida minimum wage, as reflected in Exhibit VI, the proposed Schedule VI pay plan, including the General Wage Increase indicated above, and adding a step for the Senior Management Fellow classification's second year pay rate.

Resource Impact

There is no fiscal impact for changing the titles of the Legal Administrative Assistant, Organizational Development and Training Manager, Organizational Development and Training Coordinator, Personnel Analyst, Personnel Assistant, Stage and Operations Manager, Personnel Services Clerk, and Personnel Records Specialist classifications to their respective new titles. Similarly, there is no impact related to creating Legal Assistant I or amending the Benefits Manager classifications, as they are currently vacant. There will be a minimal impact this fiscal year related to the changes in paygrade for staff in the City Attorney's Office in the amount of \$1,473.

There will be a future impact of \$6,760 related to the creation of the Senior Financial Administrator classification, as an employee will be reclassified into the newly created classification. There will be a future impact of \$3,035 related to the creation of the Legal Administrative Assistant classification, as an employee will be reclassified into the newly created classification.

There is an estimated FY 2015 fiscal impact of \$6,230 for the upgrading of the Pool Lifeguard – Seasonal employees to Pool Lifeguards. Funding for this upgrade for FY 2016 in a projected amount of \$40,565 has also been included in the proposed FY 2016 operating budget.

In addition, there is an estimated fiscal impact of \$407,728 in Fiscal Year 2016 for the general wage increase for the Pay Schedule I, II, and VI employees. Funding for these items is contingent upon approval and appropriation of the FY 2016 budget. The current and proposed pay schedules are included as exhibits.

There is a current year fiscal impact to the City in the amount of \$17,498 for the changes to the positions as shown below.

Funds available as of August 27, 2015					
ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB- OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	PURCHASE AMOUNT
001-ATT010101-1101	City Attorney	Permanent Salaries	\$2,731,129	\$569,885	\$3,852

001-ATT010101-2301	City Attorney	Social Security/ Medicare	\$905,596	\$115,139	\$300
001-ATT010101-2299	City Attorney	Pension – Def Contr	\$905,596	\$115,139	\$356
001-PBS040101-1101	Engineering Administration	Permanent Salaries	\$1,526,310	\$270,583	\$6,760
001-PKR030601-1107	Programming	Salaries & Wages/ Part Time Salaries	\$787,954	\$51,728	\$6,230
				PURCHASE TOTAL ►	\$17,498

Strategic Connections

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Internal Support Cylinder of Excellence, specifically advancing:

- Goal 11: Be a well-trained, innovative and neighbor-centric workforce that builds community.
- Objective 1: Foster professional and rewarding careers
- Initiative 4: Explore employee engagement tools
- Initiative 5: Develop a succession planning program to ensure knowledge transfer for critical positions
- Initiative 6: Improve the communication of City policies and procedures

- Goal 12: Be a leading government organization, managing resources wisely and sustainably.
- Objective 1: Foster professional and rewarding careers
- Initiative 1: Achieve a structurally balanced budget through viable revenue sources, smart financial management, comprehensive financial forecasting, and results-oriented and efficient services.

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan: We Are Community*.

Attachment(s)

Exhibit 1 – Current Pay Schedule I
Exhibit 2 – Current Pay Schedule II
Exhibit 3 – Current Pay Schedule VI
Exhibit 4 – Proposed Pay Schedule I
Exhibit 5 – Proposed Pay Schedule II
Exhibit 6 – Proposed Pay Schedule VI

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